

RICS Governance bodies (appointed roles only) Declaration and disclosure form

Please complete and return in accordance with the instructions in the application pack.

Your personal details

Name	
Designation (FRICS / MRICS) (if applicable)	
RICS Membership Number (if applicable)	
Role applied for	
Governance / Engagement body	

Declaration of interests

Do you, or a connected person person*, have any business or personal interests that might be relevant to the work of the RICS and which could lead to a real or perceived conflict of interest were you to be appointed? (Failure to disclose such information could result in an appointment being terminated).

☐ No ☐ Yes

If yes, please give details

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* A connected person includes:

(a) The following family members:

- (i) your spouse, civil partner, unmarried partner, children, stepchildren, grandchildren, parents, brothers and sisters; and

- (ii) the spouse, unmarried partner or civil partner of any of them.
- (b) Any person who you are in a business partnership with or any person who is in a business partnership with a member of your family.
- (c) Any company, business, trust or organisation in which you (or any other person connected to you) have an interest as a beneficiary or through ownership, control or influence.

A copy of the RICS Conflicts of Interest policy can be made available upon request.

“Member in good standing” and “Fit and proper person” declaration

Please refer to [Guide to membership and regulatory checks and background screening](#) for more information.

Member in good standing” (to be completed by RICS Members)

RICS will review and validate your membership and disciplinary records as part of our internal due diligence checks to ensure all candidates meet the required selection criteria. If you are unsure whether there are any issues with your disciplinary record or membership history, we urge you to check with our Regulation, and Member Operations teams respectively, before submitting your application.

Contact details:

RICS Regulation: E regulation@rics.org T +44 (0) 2476 868 555.

RICS Membership Operations Team: E contactrics@rics.org T +44 (0) 2476 868 555.

Declaration	Please tick as applicable
I declare that I have never been the subject of any disciplinary action by RICS, and that I am not the subject of any current or pending disciplinary action by RICS (this includes failures to adhere to the CPD requirements).	
I declare that I am in compliance with RICS CPD requirements.	
I declare that my member subscriptions are fully paid, and that there are no other monies owed by me to RICS.	

Fit and Proper Person"

Declaration	Please tick as applicable
I declare that I am not currently disqualified from holding a directorship of a company, or equivalent, in any country.	
I declare that I have not been declared bankrupt or insolvent (this includes all such forms, including CCJs, IVAs, CVLs, administration, etc.), been the subject of a debt relief order or an undischarged County Court Judgment, or equivalent, in any country.	
I declare that I have not worked for a company that was declared bankrupt or insolvent (this includes all such forms, including CCJs, IVAs, CVLs, administration, etc.) while I was employed with that company or a director of that company.	
I declare that there are no charges or convictions of a criminal offence against me (excluding minor motoring offences and spent convictions as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in my jurisdiction).	
I declare that I do not have any prosecutions (excluding minor motoring offences) pending.	
I declare that I have not had any professional registrations revoked in any country, and that I am not currently facing proceedings for any such revocation in any country.	
I declare that I am not aware of any aspect of my personal or professional circumstances that could cause damage to the reputation of RICS if I am appointed to any RICS governance body.	

Where you are unable to make a declaration/s, please provide details below. If you are unable to make the above declarations, we may be unable to process your application. If you believe there are extenuating circumstances that we should take into account, please contact the Governance Team at E: governanceappointments@rics.org.

Declaration

I certify that to the best of my knowledge the information I have given is true and complete ☐

I understand that RICS will review and validate my membership and disciplinary records as part of their internal due diligence checks and will need to conduct external due diligence prior to election to confirm I am eligible to be appointed (details of which can be found in the Guide to membership and regulatory checks and background screening) and I will promptly and fully assist RICS and their external agents in completing this validation.

I further declare that I will disclose and/or have disclosed any event or circumstance which would impact my ability to give the above declarations at any time and any other information that could bring RICS into disrepute during my term. I understand that any information regarding me that is deemed to bring RICS into disrepute may alter my eligibility to apply for / be appointed to the aforementioned role.

Signed:.....

Name:.....

Date:

Data protection information

We will use the personal data you have provided on this form for assessing your suitability for the role, which is a necessary step for us to take prior to entering into a contract with you for the role at your request. Your personal data will primarily be processed and stored by RICS in the United Kingdom but may be transferred to other RICS offices globally depending on the location of staff that are involved in the assessment process. Your personal data will also be provided to third parties for the purpose of validating your references and undertaking psychometric testing. Where your personal data is transferred to RICS offices or to third parties outside of the United Kingdom, we will implement appropriate safeguards to ensure your data protection rights are upheld. Where your application is unsuccessful, we will store your personal data for one year. Where your application is successful, we will store your personal data for as long as necessary to administer and keep a record of your appointment.

For further details about how we collect and use your personal data and your data please refer to the [RICS governance body privacy notice](#) and our [Privacy Policy](#).